

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 300 PERSONNEL AND TRAINING	SUPERSEDES: AR 350 (2/28/91) AR 351 (4/9/93)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATION 350 EMPLOYEE GROOMING AND DRESS STANDARDS	EFFECTIVE DATE: 09/09/02

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PURPOSE

To establish guidelines and minimum dress and grooming standards for all employees of the Department of Corrections.

To demonstrate a level of pride and professionalism in the Department.

AUTHORITY

NRS 209.131

RESPONSIBILITY

The appointing authorities of the Department of Corrections are responsible to ensure that Department staff complies with this regulation. Employees of the Department of Corrections shall comply with minimum dress and grooming standards.

Each Warden shall be responsible for developing Institutional Procedure regarding the enforcement and accountability of this regulation, to include a process for inspection on a routine basis.

All staff, uniformed and non-uniformed, shall be responsible for compliance with this regulation, and are expected to be neat and clean in their appearance in accordance with this regulation.

DEFINITIONS

APPOINTING AUTHORITIES – Individuals to whom the Director has delegated authority. Appointing authorities include: Assistant Directors, Medical Director, Wardens, and Division Heads.

DEPARTMENT – Refers to the Nevada Department of Corrections (NDOC)

DIRECTOR – Refers to the Director of the Nevada Department of Corrections.

DIVISION HEADS – Division heads include those individuals responsible for the major divisions of the Department; such as Personnel, Inmate Services, Fiscal, Inspector Generals Office, Procurement, Accounting, Offender Management, Stores.

EMPLOYEE – A person legally holding a position in the public service as defined in NRS 284.015.

SECURED PERIMETER – The outer portions of a facility that provide for secure confinement of facility inmates/residents. The design of the perimeter may vary depending on the security classification of the facility.

UNIFORMED STAFF ASSIGNMENT - All staff who are required to wear a uniform during the performance of their duties within, or outside of, a institution/facility.

WORK ASSIGNMENT WITHIN A SECURED PERIMETER - All non-uniformed staff whose workstations are located within the perimeter of one of the Department's institutions, camps, and/or facilities. This would include workstations that are located just outside of the secured perimeter, but the employee is subject to enter the secured perimeter as part of their normal duties.

WORK ASSIGNMENTS OUTSIDE OF A SECURED PERIMETER - All non-uniformed staff whose workstations are located outside of any secured perimeter, i.e., Central Office.

APPLICABILITY

This regulation applies to all classified and unclassified employees of the Department of Corrections.

PROCEDURES

350.01 GROOMING STANDARDS

1.1 Uniformed Peace Officer

1.1.1 Male

1.1.1.1 Hair

- Hair shall be kept clean and neatly trimmed.
- The hair on the back of the head shall be tapered down to the neck with no hair extending below the top of the shirt collar.
- Hair shall not cover any portion of the outside of the ear.
- Hair shall not be worn in any eccentric style such as, but not limited to:

Afro exceeding two inches

Mohawk

Ducktail

Knitting of the hair

Exotic design or row cutting

Eccentric or exotic coloring

Ponytails

1.1.1.2 Sideburns

- Sideburns shall not extend below the middle of the exterior opening of the ear.
- Sideburns shall be of an even width and at no time will they be flared.
- The bottom of the sideburn shall be trimmed with a clean shaved horizontal line.

1.1.1.3 Mustaches

- Mustaches shall not extend over the top, or in any way obscure the upper lip.
- Mustaches shall not extend more than ½ of an inch beyond or below the corners of the mouth.

- Mustaches shall be kept short and neatly trimmed to prevent an “overly” bushy appearance.
- Nasal hairs shall be kept trimmed so as not to protrude from the nostrils.

1.1.1.4 Beard

- No beards or other facial hair except eyebrows and mustaches shall be allowed. No exceptions, unless accompanied by a doctor’s order, for medical reasons. The doctor’s order must state the length of time necessary to correct the medical condition.

1.1.2 Female

1.1.2.1 Hair

- Hair shall be kept neat and clean at all times.
- Hair shall not be styled in any fashion, which hinders wearing the uniform hat in the prescribed manner.
- No hair shall be visible on the forehead below the brim of the hat.
- Hair shall not extend below the bottom of the shirt collar.
- Hair may be combed over the ear but in no case shall it be allowed to extend below the bottom of the ear, nor more than two inches in front of the ear.
- No decorations shall be worn in the hair except clips or pins that closely match the hair color.
- Hair shall not be worn in any eccentric style such as, but not limited to:

Afro exceeding two inches
 Mohawk
 Ducktail
 Knitting of the hair
 Exotic design or row cutting
 Eccentric or exotic coloring
 Ponytails

1.1.3 Eyelashes

- False eyelashes, which are exaggerated or readily identifiable, shall not be permitted or worn.

1.1.4 Cosmetics

- Cosmetics shall be subdued and match the natural color of the skin.

1.1.5 Fingernails

- Fingernails shall be kept clean and neatly trimmed.
- Fingernails shall not extend beyond the tips of the fingers or thumbs.
- Fingernails may be polished.

1.1.6 Jewelry - The wearing of extravagant jewelry in a prison setting is neither appropriate nor safe. The wearing of jewelry by uniformed staff will be limited to the following:

- Wristwatches may be worn. Watches worn on chains or pinned to the uniform are not permitted.
- Medical alert identification bracelets are permitted. No other jewelry other than the watch may be worn on the wrists.
- Rings shall be limited to one ring per hand.
- Neck chains and necklaces, if worn, will not be visible.
- Stud/post earrings may be worn. Nose rings or any other body piercings that are visible are not permitted.
- Staff should refrain from wearing precious or semi-precious stones. The Department accepts no responsibility for loss of, or damage to, such personal items.

1.1.7 Undergarments

- Visible undergarments worn with the uniform (i.e., T-shirt) shall be white, black, or forest green in color (depending on the type of uniform worn) and have a round neck (with the exception of CERT/SRT, who will wear black).
- They shall be clean, unsoiled and free of holes.
- They shall not be frayed, worn, stained or overly faded.

- They shall have no designs or logos.
- Female staff shall wear a brassiere

1.2 Non-Uniformed – Work Assignment within a Secured Perimeter

1.2.1 Male

1.2.1.1 Hair

- Hair shall be kept clean and neatly trimmed.
- Hair on the back of the head shall not extend below the top of the shirt collar.
- Hair shall not cover any portion of the outside of the ear.
- Hair shall not be worn in any eccentric style

Afro
Mohawk
Ducktail
Knitting of the hair
Exotic design or row cutting
Eccentric or exotic coloring
Ponytails

1.2.1.2 Sideburns

- Sideburns shall not extend below the middle part of the exterior opening of the ear.
- Sideburns shall be of an even width and not flared.
- The bottom of the sideburn shall be trimmed with a clean shaved horizontal line.

1.2.1.3 Mustaches

- Mustaches shall not extend over the top, or in any way obscure the upper lip.
- Mustaches shall be kept short and neatly trimmed.

1.2.1.4 Beards

- No beards are allowed. No exceptions, unless accompanied by a doctor's order, for medical reasons. The doctor's order must state the length of time necessary to correct the medical condition.

1.2.2 Female

1.2.2.1 Hair

- Hair shall be kept clean and neat at all times.

1.2.3 Eyelashes

- False eyelashes that are exaggerated or readily identifiable shall not be worn.

1.2.4 Cosmetics

- Cosmetics shall be subdued.

1.2.5 Fingernails

- Fingernails shall be kept clean and neatly trimmed.

1.2.5 Jewelry - The wearing of extravagant jewelry in a prison setting is neither appropriate nor safe. The wearing of jewelry by employees will be limited to the following:

- Wristwatches may be worn. Watches worn on chains or pinned to the clothing are not recommended.
- Medical alert identification bracelets are permitted.
- Rings are limited to one per hand.
- Neck chains and necklaces, if worn, should not be visible.
- Stud/post type earrings may be worn. Nose rings or any other body piercing that are visible are not permitted.
- Staff should refrain from wearing precious or semi-precious stones. The Department accepts no responsibility for loss or damage to such personnel items.

1.3 Non-Uniformed – Work Assignment Outside of a Secured Perimeter

1.3.1 Same Grooming Standard as 1.2, Non-Uniformed staff within a Secured

Perimeter, with the following exceptions:

1.3.1.1 Jewelry restrictions do not apply for staff regularly assigned to positions that are not required to work within the secured perimeter of any of the Department's institutions, camps or facilities.

1.4 Tattoos that are racially or sexually explicit shall be kept covered at all times.

1.5 All Personnel shall maintain good personal hygiene.

350.02 DRESS STANDARDS

1.1 Non-Uniformed - Work Assignments within a Secured Perimeter.

1.1.1 Male

1.1.1.1 Male staff are required to wear dress shirts or polo style shirts. Long or short sleeve shirts may be worn. No T-shirts, no logos. No shirt may be worn similar in color to the inmate blue, unless wearing a suit and tie.

1.1.1.2 Male staff will wear casual, Dockers style or dress slacks with boots, casual or dress shoes year around.

1.1.1.3 When appearing in court or on outside business for the Department, i.e., legislature, personnel hearing, etc., male staff will be dressed in dress shirt and tie, suit, or dress slacks, dress shoes or boots and a sport jacket, suit coat, blazer or cardigan sweater.

1.1.2 Female

1.1.2.1 Female staff may wear dress blouses or shirts. No see through blouses or tank tops are permitted. All clothing must be of conservative nature, i.e., no off the shoulder or spaghetti straps, low cut blouses or sweaters, t-shirts, bare midriffs, etc.

1.1.2.2 Female staff may wear conservative pants; pant suits, dresses, skirts and blouses or dress/casual pants and blouses. No tight fitting clothing, i.e., spandex, stretch or stirrup type pants. Dress length will be no shorter than two (2) inches above the knee.

1.1.2.3 Females may wear dress or casual shoes, or boots. Heels are limited to two (2) inches. No spike heels or open toed shoes are allowed. Shoes without backs or straps are not authorized.

1.1.2.4 When appearing in court or on outside business for the Department, i.e., legislature, personnel hearings, etc., female staff will be dressed in pantsuits, dresses or skirts and blouses.

1.1.3 Nursing Staff

1.1.3.1 Nursing staff may wear lab coats and other clothing as allowed for by this regulation. No red, blue, orange or yellow colors are authorized.

1.1.4 P. I. Supervisor – Food Service Staff – Recreational Specialists – Laundry Staff:

1.1.4.1 P.I. Supervisor, Food Service Staff, Recreational Specialists, Laundry Staff are expected to dress consistent with general community standards applicable to their trade and profession, mindful of the environment in which they work and consistent with this regulation.

1.1.5 Jeans – Blue or Black:

1.1.5.1 Any staff member working within a secured perimeter of any institution, camp or facility will not wear blue or black jeans. Jeans other than blue or black may be worn if appropriate for the required job, such as P.I. Supervisor, cleanup detail, etc.

1.1.6 Wardens have the final approval of items worn within a secured perimeter work place.

1.2 Non-Uniformed - Work Assignments Outside of a Secured Perimeter

1.2.1 Male

1.2.1.1 Male staff are required to wear dress shirts or polo style shirts. Long or short sleeve shirts may be worn.

1.2.1.2 Male staff will wear casual, Dockers style or dress slacks with boots, casual or dress shoes year round.

1.2.1.3 When appearing in court or on outside business for the Department, i.e., legislature, personnel hearings, etc., male staff will be dressed in dress shirt and tie, suit, or dress slacks, sport coat, suit coat, blazer or cardigan sweater, dress shoes or boots.

1.2.2 Female

1.2.2.1 Female staff will wear appropriate professional clothing for the work place, i.e., dress blouses or shirts, pants, pant suits, dresses, skirts and blouses.

1.2.2.2 Dress or casual shoes, or boots. Shoes with moderate and appropriate heels. No spike heels or open toed shoes are allowed. Shoes without backs or straps are not authorized.

1.2.2.3 When appearing in court or on outside business for the Department, i.e., legislature, personnel hearings, etc., female staff will be dressed in pantsuits, dresses or skirts and blouses.

1.2.3 Casual Dress. Sections may want to dress up for the holidays, or have special casual days that allow staff to dress down on specified days. The Division Head must always keep in mind that his/her staff represent the Nevada Department of Corrections and must always look professional.

1.2.4 Division Heads

Each Division Head is responsible for staff under his/her supervision to ensure that the staff are dressing correctly for the positions and tasks being performed; i.e., if your section is conducting a major cleanup project, the dress would be appropriate for the task to be performed.

350.03 UNIFORM STANDARDS

1.1 Basic Uniform Requirements:

1.1.1 Trousers - A suitable number of trousers, such as "Horace Small," green in color.

1.1.2 Shirts - A suitable number of shirts, tan "Flying Cross or similar quality," short sleeve and/or "Flying Cross or similar quality" long sleeve shirts may be worn, year-round. T-shirts are required to be worn. They must be a white, cotton crew neck T-shirt without any type of lettering, decals or logos.

1.1.3 Turtlenecks - White or green colored turtlenecks may be worn under the long-sleeved tan shirt. With the two-piece BDU a green, black or white turtleneck is authorized. The turtleneck must have no decals or logos. It may have the letters of the assigned institution; i.e., E.S.P., N.S.P., S.D.C.C., etc. Lettering shall be black or white.

1.1.4 Ties - Ties are optional with the Class A uniform unless directed to be worn by the Director and/or his/her designee, i.e., Wardens, AWO's etc.

1.1.5 Trouser Belt - Shall be black leather with a basket weave design, no less than 1 ½ inches in width. The buckle shall be silver in color for CO/T's, C/O's and SC/O's and gold in color for Sergeants, Lieutenants, and AWO's. A Velcro type-fastening device may be used instead of a buckle.

1.1.6 Duty Belt - This belt is required with all utility uniforms and specific assignments such as CERT/SRT. It will be black in color, leather, corfram or nylon. Leather and corfram will have a basket-weave design and the belt will be not less than 2½ inches in width. ALL accessories shall be attached to the duty belt, to include: hand-held radio case and agency issued items; i.e., flashlight holder, key keepers, and handcuff case(s) etc. If a

leather duty belt is worn, all accessories will be of the same style leather, i.e., basket weave. The same applies to the wearing of the nylon duty belt.

1.1.7 Footwear - There are four (4) types of footwear approved for wear with the officer's uniform:

1.1.7.1 Oxford/Chukka - These are black, lower cut, lace-up dress shoe type. The sole must be black, and can be of leather, slip resistant type or synthetic. The upper part of the shoe must be a plain, military type toe, made of leather or corfram that will shine to a gloss finish.

1.1.7.2 Quarter Boots - These are black, lace-up type quarter boots. The sole must be black and will be of a slip resistant type made of leather or synthetic type materials.

1.1.7.3 Boots/Lace-up Type - These boots are black in color, lace-up type. The laces must be black. The sole must be black and will be of a slip resistant type made of leather or a synthetic type material. The upper part of the boot must have a plain, military type toe, and be made of leather or a leather/Cordura type nylon, which will shine when polished to a gloss finish.

1.1.7.4 Wellington Type Boots - These are black, pull-on boots with a rounded military type toe. The sole must be black and can be constructed of slip resistant type leather or a synthetic type material.

1.2 Wearing of Uniform and Insignias:

1.2.1 Officer's Badge - One to be worn on the uniform shirt, Tuffy jacket or dress jacket. Cloth badges for the BDU two-piece uniform (subdued), jumpsuits or Tuffy jackets. Badges may only be issued and worn by uniformed staff. Correctional Officer Trainees will not be allowed to wear the badges until they have completed Pre-Service Training. Wardens will issue and present badges to their employees at the Pre-Service Training Graduation Ceremony.

1.2.2 Billfold badges - are authorized for all sworn uniformed staff, restitution center managers and case-workers and associate wardens and above at their own expense. The badge must be obtained through department channels. Any misrepresentation made by the use of this badge will be dealt with through the disciplinary process.

1.2.3 Shoulder Patches - Shall be worn on all shirts, sweaters and uniform jackets. A rocker may be worn above the NDOC patch indicating the initials of the facility where the officer is assigned; i.e., ESP, NDP, SDCC, HDSP, etc.

1.2.4 Nametags - Standard metal nametags for shirts and uniform jackets. Silver in color for Correctional Officer Trainees, Correctional Officers and Senior Correctional Officers. Gold colored for Sergeants, Lieutenants, Captains and Associate Wardens of Operations. Cloth nametags for the two-piece BDU (subdued) and Tuffy jackets.

1.2.5 Collar Devices - Eleven-sixteenths (11/16") standard size, three chevron type collar devices for Sergeants, gold in color. 11/16 standard size single bar collar device for Lieutenants, gold in color, and an 11/16 standard size gold oak leaf collar device for Associate Wardens of Operations; Senior Correctional Officers will wear two chevrons, silver in color, permanent Correctional Officers will wear one chevron, silver in color. BDU uniforms may be cloth, for all insignia, and subdued in color for all ranks.

1.2.6 Black Utility Pouch - Authorized.

1.2.7 American Flag - Approximately 2 3/8" x 3 3/8" with a gold border for shirts; 2 3/8" x 3 3/8" for jackets and subdued for the BDU uniform. The American Flag will be worn on the right sleeve, at the shoulder.

1.2.8 Flashlight/Flashlight Holder – Required during hours of darkness.

1.2.9 Key Holders/Snaps - Required (Okay's Key Safe style advisable).

1.2.10 Whistle – Required to be attached to the belt or waist areas, not to the shoulder area.

1.2.11 Handcuff Case - Required.

1.2.12 Diagonal service stripes - gold on a tan background, 2" in length on long sleeve shirts and gold on green background on dress jacket, one stripe for every three (3) years of completed service. Service stripes may be worn on long sleeve shirts and dress jackets only.

1.2.13 Chevrons - Permanent Correctional Officers will wear one silver colored, cloth chevron under the American Flag and the NDOC patch. Senior Correctional Officers will wear two silver colored, cloth chevrons under the American Flag and the NDOC patch. Sergeants will wear standard (three chevron, gold in color) chevrons on their shirts and jacket sleeves under the American Flag and NDOC patch. Chevrons shall be in addition to the currently used collar devices. Sleeve chevrons shall be worn on both sleeves, centered with the sleeve creases. Chevrons shall be over a dark green background and may be subdued in color for the BDU uniform.

1.2.14 Rank Insignias for Associate Wardens of Operations and Lieutenants - Associate Wardens of Operations and Lieutenants shall wear metal rank insignias on the uniform jacket and shirt. Rank designation insignia for the rank of Associate Warden of Operations, when in uniform, will be gold oak leaf. The insignia of one gold bar will designate the rank of Lieutenant. Jacket insignias will be worn centered on the outside shoulder of the uniform jacket. Exceptions: on the BDU type uniform, cloth rank insignias may be worn (subdued in color for the BDU uniform).

1.2.15 Uniform Accessories:

1.2.15.1 F.T.O. – approved Field Training Officers may wear this pin.

1.2.15.2 C.E.R.T./S.R.T. – staff who have completed an authorized Correctional Emergency Response Team training may wear a pin. A subdued cloth badge is authorized for BDU uniforms.

1.2.15.3 HONOR GUARD – authorized members of the Department Honor Guard shall wear a pin. A subdued cloth badge is authorized for BDU uniforms.

1.2.15.4 TRACKER – staff that are certified man trackers may wear a pin, upon completion of a Department approved course.

1.2.15.5 K-9 – Department approved K-9 officers, upon completion of a Department certified course may wear a pin. A subdued cloth badge is approved for BDU uniforms.

1.2.15.6 Other pins may be approved as determined by the Assistant Director of Operations.

1.3 Outer Garments

1.3.1 Jackets - Winter jackets (nylon), green, “Tuffy” style. Silver colored buttons for C/O Trainees, C/O’s and Senior C/O’s; gold buttons for Sergeants, Lieutenants, and Associate Wardens of Operations.

1.3.2 Dress jackets – Green, silver colored buttons for C/O Trainees, C/O’s and SC/O’s; gold colored buttons for Sergeants, Lieutenants and Associate Wardens of Operations.

1.3.3 M-65 style jacket - OD green, may be worn with the BDU uniform only. All insignia on this jacket will be subdued in color.

1.3.4 Sweaters - Forest green, wool, pullover type, “V” neck, or cardigan.

1.3.5 Headgear – Approved headgear as follows. They are all optional.

1.3.5.1 Green utility hat - (baseball type cap), with the Department of Corrections badge insignia or embroidered initials of the institution at the discretion of the Warden. Embroidery will be silver or gold based on rank. This may be worn with all types of uniform (badge will be subdued for wear with the BDU uniform). This type of hat will be worn in the following manner:

- It shall sit squarely on the head with no tilt to either side.
- The bill shall be straight out and tilted down slightly.

- Wearing the hat at an exotic angle, folding of the bill, coloring or defacing any part of the hat or its insignia is prohibited.

1.3.5.2 Straw 3” brim Milan sheriff type hat, forest green, may be worn in the following manner.

- Hat is to be placed squarely on the head with no lean to either side, then tilted slightly forward until the brim rests just above the eyebrows.

1.3.5.3 Campaign type hat will be worn by members of the Department Honor Guard.

1.3.5.4 Trooper type winter hat, during cold or foul weather, may be worn in the following manner.

- It shall sit squarely on the head with no tilt to either side.
- The flaps will be worn “up,” unless weather conditions dictate that they be worn in the “down” position.

1.3.5.5 Felt, forest green 3” brim, 3xxx or 5xxxx beaver, sheriffs type hat may be worn in the following manner:

- Hat is to be placed squarely on the head with no lean to either side, then tilted forward until the brim rests just above the eyebrows.

1.3.5.6 Winter Headgear – May be authorized during certain types of working Conditions, ie., inclement weather. Must be approved by the Warden.

1.4 Utility Uniforms

1.4.1 Wearing of the Utility Uniform (BDU), in all areas, will be with the approval of the Warden.

1.4.2 The utility uniform must be forest green in color; or OD green in color, for the two-piece BDU uniform and may have all subdued insignia, standard and subdued insignia shall not be mixed.

1.4.3 The utility uniforms must have the Nevada Department of Corrections patch on the left shoulder and the American Flag on the right shoulder. This shall be the standard uniform unless a current member of an approved specialty group.

1.4.4 A rocker may be worn above the Nevada Department of Corrections insignia displaying the initials of the institution/facility where the officer is assigned; i.e., ESP, SDCC, NSP, HDSP, etc.

1.4.5 The badge must be cloth-sewn type; it will be sewn on the left side of the chest, centered on the bottom point of the badge, 1" above the top of the pocket.

1.4.6 The nametag must be cloth-sewn type, which will be the same color as the BDU uniform. Lettering will be black. It will be positioned immediately above, and centered over, the right breast pocket of the BDU shirt.

1.4.7 Lace-up type boots are required with all utility uniforms.

1.4.8 A duty belt is required to be worn with any utility uniform. Pant belts, as well as a duty belt, are required for the BDU uniform at all times.

1.4.9 The BDU uniform must be worn with either a white, black or green crew neck type, T-shirt without any type of lettering, decals or logos. White, black or green turtlenecks are also authorized (turtlenecks may have the initials of the institution embroidered on the left side of the collar area).

1.4.10 BDU uniforms are a two-piece uniform. The shirt may be either long or short sleeved with two chest pockets and worn tucked into the trousers at the waist. Trousers are of a six-pocket design. Trousers shall be worn bloused over the lace-up style boot, at all times.

1.5 C.E.R.T/S.R.T. (Correctional Emergency Response Team) Uniform

1.5.1 These uniforms are authorized for all current members. They are to be worn and decorated in the following manner.

1.5.1.1 Badge will be silver in color, cloth only, with a subdued background to match the black uniform. A gold color will be worn by Sergeants and above, with the subdued background.

1.5.1.2 The NDOC shoulder patch, for all shirts and utility uniforms, will be sewn on the left shoulder. It will be silver in color, with a black background to match the black uniform.

1.5.1.3 Nametags will be cloth only, silver in color, with a black back ground to match the black uniform.

1.5.1.4 Collar devices will be sewn cloth only, silver in color, with a black background to match the black uniform. Gold for Sergeants and above.

1.5.1.5 Duty belt will be black leather or nylon type, and shall comply with duty belt requirements.

1.5.2 The uniforms shall be a black 2-piece BDU type, fatigue uniform.

1.5.3 The Director, based on environmental factors, may approve optional colors.

1.6 Program of Regimental Discipline (PRO)

1.6.1 The uniform for Drill Instructors is as follows:

1.6.1.1 Desert brown, two-piece BDU style uniform.

1.6.1.2 Black or brown desert boots (seasonal).

- The sole must be black and of a slip resistant type, made of leather or a synthetic type material.
- The upper part of the boot must have a plain, military type toe, made of leather or a combination of leather/Cordura type nylon, which will shine when polished to a gloss finish.

1.6.1.3 Black duty belt, with harness and canteens, first aid pack and NDOC issued items (handcuffs, etc.)

1.6.1.4 Drill instructor hat, desert brown in color, or black boot camp hat (depending on work assignment).

1.6.1.5 Black, cold weather coat, with appropriate NDOC insignia/patches, cloth name tag and cloth Boot Camp tag.

1.6.1.6 Black gloves (seasonal).

1.6.1.7 Black or green sweat suits will be worn during physical training evolutions, seasonal, with running shoes.

1.6.1.8 Collar devices will be worn, as appropriate, for the length of time as a Drill Instructor.

1.7 Correctional Officer Summer Uniforms (May 1 through October 1)

1.7.1 Central Transportation Summer Uniform.

1.7.1.1 Shirts

- Composition: 60% cotton; 40% polyester.
- Color: tan.
- Last name and rank embroidered on right side in black with 1 1/2" lettering.

- Embroidered badge on the right side of the shirt.
- Embroidered “Transportation” under the badge.
- Embroidered “Corrections” on the back of shirt.
- A white short sleeve T-shirt only is optional with Polo shirt.
- Green BDU pants are to be worn with the Polo shirt.

1.7.1.2 Pants

- BDU’s composition: 60% cotton; 40% polyester.
- Color: green.
- BDU’s will have belt loops.

1.7.1.3 Footwear

- Boots/Lace-up Type – These boots worn with BDU’s are black in color, lace-up type. The laces must be black. The sole must be black and will be a slip resistant type made of leather or a synthetic type of material. The upper part of the boot must have a plain, military type toe, and be made of leather or a leather/Cordura type nylon, which will shine when polished to a gloss finish.
- Quarter Boots –These worn with shorts are black, lace-up type quarter boots. The sole must be black and will be of a slip resistant type made of leather or synthetic type materials.

1.7.2 Institution/Facility Summer Uniform

1.7.2.1 Shirt.

- Summer Polo shirt composition is 60% cotton; 40% polyester.
- Color: tan.
- Last name embroidered on right side in black 1 1/2” lettering.
- Embroidered badge on the right side of the shirt.
- A white short sleeve T-shirt only is optional under the Polo shirt.
- Green BDU pants are to be worn with the Polo shirt.

1.7.2.2 Pants

- BDU's composition: 60% cotton; 40% polyester.
- Color: green.
- BDU's will have belt loops.

1.7.2.3 Shorts

- Color: green.
- Approved military uniform style.

1.7.2.4 Footwear

- Boots/Lace-up Type – These boots worn with BDU's are black in color, lace-up type. The laces must be black. The sole must be black and will be of a slip resistant type made of leather or a synthetic type material. The upper part of the boot must have a plain military type toe, and be made of leather/Cordura type nylon, which will shine when polished to a gloss finish.
- Quarter Boots – These boots worn with shorts are black, lace-up type quarter boots. The sole must be black and will be of a slip resistant type made of leather or synthetic type materials.

1.7.3. Wardens and the Central Transportation Supervisor will approve the use of summer uniforms to meet their specific needs and uniqueness to their institutions.

- Wardens and Central Transportation Supervisor will determine whether patches or rank insignias are needed and how they are displayed.

1.7.4 The correctional officer will incur costs for summer uniforms.

1.8 Maintenance Uniforms

1.8.1 Trousers - A suitable number of trousers, dark brown in color, made of durable fabric such as cotton or a cotton blend fabric.

1.8.2 Shirts - A suitable number of shirts, tan or dark brown in color, made of a durable fabric such as cotton or a cotton blend fabric. Shirts may be short sleeve for the summer and long sleeve for the winter (either shirt may be worn year around). T-shirts are

required to be worn. They must be white, cotton, crew neck T-shirts without any type of lettering, decals or logos.

1.8.3 Footwear - There are four (4) types of work shoes/boots authorized for wear:

1.8.3.1 Oxford type work shoe - These are brown or black, low cut, lace up work shoes. The sole must be brown/black and be made of a slip resistant type material. The upper part of the shoe must have a military type toe and be made of leather or a leather type synthetic material. The shoe must be maintained for a clean appearance.

1.8.3.2 Quarter Boot - These are brown or black lace up, quarter boots. The sole must be brown/black and made of a slip resistant type material. The upper part of the boot must have a military type toe and be made of leather or a leather type synthetic material. The boot must be maintained for a neat appearance.

1.8.3.3 Boot Lace up - These brown or black boots are a lace up type. The sole must be brown/black and made of a slip resistant type material. The upper part of the boot must have a military type toe and be made of leather or a leather/nylon material. The boot must be maintained for a neat appearance.

1.8.3.4 Wellington Type Boot - These are brown or black, pull on type work boots. The sole must be brown/black and constructed of a slip resistant material. The upper part of the boot must have a military type toe and be made of leather or a leather type synthetic material. The boot must be maintained for a clean appearance.

1.8.4 Belt - The belt shall be brown leather and shall be no less than 1 ½" - wide and must have a garrison type buckle, silver or gold in color. The belt will have no lettering or insignias.

1.8.5 Work Gloves - Gloves must be leather, palm and fingers. The style must be approved by the Maintenance Facility Supervisor or Warden of the facility, depending on the type of work being performed by the maintenance personnel.

1.8.6 Jacket - The winter jacket must be brown in color and match the trousers. Different styles can be approved by the Warden depending on the environmental concerns and the type of work performed by the maintenance staff.

1.8.7 Headgear - The one (1) authorized style of headgear is a brown, baseball type cap, with gold initials of the facility on the cap. Winter headgear may be authorized during certain types of working conditions, ie., inclement weather. Must be approved by the Warden.

Pregnant female staff may wear trousers with an expandable, elastic waistband with the uniform shirt worn outside the trousers. The shirt or BDU uniform blouse shall have a squared hemline.

Certain modifications to uniforms will be allowed due to injuries which require use of a cast, sling, etc. which hinders the wearing of the uniform properly while on temporary light duty.

During times of inclement weather, the Warden may authorize an alternative uniform i.e., shorts, polo shorts, scarves and knit caps. Alternative uniforms and accessories are not subject to uniform allowance or agency issue. Employees wishing to utilize alternative uniforms or optional accessories are at the expense of the employee.

350.04 PROHIBITIONS

1.1 Employees will not wear the Department uniform in any bar, tavern, gambling hall or nightclub, except in the necessary performance of assigned duties.

1.2 Identification cards or badges are not to be used to misrepresent official capacity or authority.

1.3 While in uniform, the purchasing or consumption of alcoholic beverages, or engaging in other activities, which might reflect negatively on the Department, is prohibited.

1.4 The wearing of an incomplete uniform, at any time, is prohibited.

1.5 Upon the discretion of the respective Wardens, uniform inspections will be held periodically. All uniforms will be kept clean and neatly pressed.

1.6 Unless approved by this regulation, the mixing of uniforms is not allowed.

REFERENCES

ACA Standard # none

ATTACHMENTS

None.

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.